

## Rationale

The Health and Safety at Work Act 1974 requires everyone to take reasonable care to ensure the health and safety of themselves, their colleagues and others who may be affected by their acts or omissions. Refer to HSE guidelines.

Every employee must ensure that they follow all relevant health and safety procedures in this document and must not interfere with or misuse anything provided in the interests of health, safety or welfare.

Any member of staff who will be working alone needs to inform the headteacher or in the case of the headteacher, the Chair of Governors, giving a brief description of the type of work to be undertaken and the likely times that they will be on site alone. If at any time you feel insecure during lone working, please contact one or more of the following:

the Headteacher

the Chair of Governors

a member of the Senior Leadership Team

the local police

A card with these contact details will be provided. You can also arrange to text or phone them when you are safely home. **NB: If you do arrange this, it is vital to remember to make that text or call once you arrive at your destination at the time you said – if you forget to do so, emergency services will be alerted.**

When working alone you must keep your mobile phone with you and this should be kept switched on. Class telephones may also be used for outgoing calls and the telephone in the Head's office for in-coming calls (01454 294239).

## Risk Assessment for lone working

Three hazards are identified:-

- Medical Emergency
- Assault
- Accident

These risks are not exclusive to lone working, but a lone worker is at increased risk of serious harm should an incident occur.

It is essential that lone workers are familiar with and follow standard health and safety procedures and these guidelines and ensure that:

- Entry / exit doors are secure from unauthorised entry at all times
- Internal doors providing access to emergency exits are unlocked
- Final exit doors can be opened from inside without a key

The following measures will be used to minimise the risk of a lone working health and safety incident and mitigate the consequences:

**Health** – individual health and existing medical conditions will be taken into account when assessing the suitability of a staff member for lone working.

**Personal Security –**

**A lone worker will.....**

- Always carry a mobile phone, keep it switched on and check it is charged and ready for use
- Ensure that visitors / contractors by appointment will only be admitted by a lone worker if their details have been established beforehand

**A lone worker will not.....**

- Enter the school if they judge it to be unsafe
- Carry out working at heights
- Work requiring the use of hazardous or toxic substances
- Handle large or awkward objects
- Carry out any other work which is not low risk

**Remember**

- Have a designated contact
- Ensure that the designated contact knows your whereabouts
- Carry a mobile phone at all times and keep it switched on
- Check in with the contact by phone at an agreed time once during the time you are at school and before you leave

**If the lone worker fails to check-in at agreed times the designated contact will**

- Attempt to contact them by phone
- If this fails and it is possible, check the school
- If this is impractical, or fails to confirm that the lone worker is safe and well, call the police

Any incidents that do occur when lone working must be reported to the Headteacher / Chair of Governors and an incident report form completed.

**NB: Staff must not knowingly place themselves in any situation from which they cannot easily retire or which is likely to result in a risk to their personal safety. If in doubt seek assistance.**

<b>CONTACT DETAILS FOR LONE WORKING</b>		
<b>NAME</b>	<b>POSITION</b>	<b>CONTACT NUMBERS</b>
Valerie Quest	Head teacher	Tel: 01453 544096 Mobile: 07779195122
Caroline Dalton	Chair of Governors	Tel: 01454 299452 Mobile: 07958330825
Angela Moncrieff	Senior Leadership Team Member	Tel: 01454 299354 Mobile: 07548878209
Sally Windmill	Senior Leadership Team Member	Tel: 01454 299773 Mobile: 07873280762
Local Police	N/A	Tel: 101

Author	Valerie Quest	Date Written	Jan 15
Position	Headteacher	Date <a href="#">ratified</a>	23/1/15
Document Status	Ratified	Review Date	Jan 2017
Version	1	Reviewing Committee	HSW&P

